

Notice of Funding Opportunity

United States Embassy, Yaounde Building a National Women's Caucus

Announcement Type:	Grants Notice
Funding Opportunity Title:	The Secretary's Full Participation Fund: Building a National Women's Caucus
Funding Opportunity Number:	AFYDE-SFPF-GR-PAS-2016
Catalog of Federal Domestic Assistance Number:	19.801
Funding Amount:	\$56,187
Expected Period of Performance:	October – December 2016
Selection Period:	August - September
Award Period:	September - October

Executive Summary:

The Embassy of the United States of America in Cameroon announces a Notice of Funding Opportunity (NOFO) for the Secretary's Full Participation Fund: Building a National Women's Caucus. The goal of the program is to lift women's voices in civic leadership. The funding will support a three-region training, led by an American non-profit organization, for all 106 leading female Cameroonian leaders in office, including 21 Senators, 56 Deputies in the National Assembly, 29 Mayors, Ministers and Women's Non-Profit civic organizations, on the importance of voter registration, creating common platforms, and engaging women in the decisions that impact their lives at all levels of governance. For more information on the program and how to apply, please contact the Public Affairs Section at PASgrantsyaounde@state.gov.

Please read the entire NOFO package before submitting an application, and follow the steps immediately in order to submit before the deadline. Applications that do not meet the eligibility criteria and do not contain all of the required information will not be considered.

Program Description

A. Funding Opportunity Description

i. Background

The Secretary's Fund for Full Participation "Building a Women's Caucus" program calls for proposals to support the training of all 106 leading female Cameroonian leaders in office, including 21 Senators, 56 Deputies in the National Assembly, 29 Mayors, Ministers and Women's Non-Profit civic organizations, on the importance of voter registration, creating common platforms, and engaging women in the decisions that impact their lives at all levels of governance.

ii. Program Goals

Empower female elected leaders and civic non-profit organizations on how non-profit organizations play a critical role in advancing women's issues combining the talents and strengths of political and civil society organizations.

iii. Main Activities

The training, provided in collaboration with an American non-profit organization, would take place in three key regions of Cameroon. The first would take place in the north, where increased terrorist attacks by Boko Haram have targeted women and girls for kidnappings, assassination, rape, and forced human bombing campaigns. The second would be in the east, a region of Cameroon that hosts the largest number of Central African refugees. The final training would be in the Northwest region, a region rich with diverse political party representation.

In addition to a representative from an American non-profit organization, the project should include a delegation from the United States whom represents an official state level women's caucus. Their cross-party experience of the strength in "we" versus "me" would be an invaluable contribution and example of what it's possible as a united voice.

iv. Expected Results and Performance Indicators

Expected Result: Women play an active role in developing a voter registration campaign to encourage women's civic participation.

Performance Indicator: Number of female Cameroonian elected officials who attend the training.

Following the three-region workshop, every region will be required to submit a resolution of their agreed common issues pertaining to women to the newly created "Gender Network" in the Parliament of Cameroon and the U.S. Embassy Yaounde Gender Equity Working Group.

B. Federal Award Information

i. Available Funding and Legislative Authority

The source of this funding is Economic Support Funds.

The source of this funding is D&CP (PD) Funds.

ii. Summary of Award Information

Type of Award:	D&CP (PD) Funds
Appropriated Fiscal Year of Funds:	FY 2016
Approximate Total Funding:	\$56,187
Approximate Number of Awards:	3
Anticipated Award Date:	October 2016
Anticipated Project Completion Date:	December 2016

iii. Deadline

Deadline for Applications:	September 1, 2016
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C. Eligibility Information

Applications by applicants which do not meet the eligibility by the time of an application deadline will result the application not being reviewed.

1. Eligible Applicants: Foreign not-for-profit organizations
2. Cost-Sharing or Matching – encouraged, but will not be a factor for consideration in the panel review criteria. Applicants should show any cost share in the budget proposal.

D. Application and Submission Information

1. Address to Request Application Package

Please read the entire NOFO and follow the guidelines for proposal preparation below.

2. Content and Form of Application Submission

Applicants must include the following in the proposal submission. **All submissions must be in English.**

1. Table of Contents that lists application contents and attachments (if any);
2. Completed and signed SF-424, SF-424A and SF424B, as directed on www.grants.gov. The Certifications and Assurances that your organization is agreeing to in signing the 424 are available at <https://statebuy.state.gov/fa/>;
3. If your organization engages in lobbying activities, a Disclosure of Lobbying Activities (SF-LLL) form is required;

4. Proposal Narrative (not to exceed 10 pages, single-spaced, 12 point Times New Roman font in Microsoft Word, at least one-inch margins), following the structure described below. The proposal narrative should identify inputs, outputs, and outcomes of the proposal activities, timelines, and any qualitative or quantitative targets, and impact.
5. Summary and detailed Budget in USD, in Excel, using the format shown in the budget template;
6. Detailed Budget Narrative (not to exceed 6 pages) that includes an explanation for each line item in the spreadsheet, as well as the source and description of any cost share offered;
7. Monitoring and Evaluation Plan detailing how the project's impact and effectiveness will be monitored and evaluated throughout the project, using the attached template.
8. Attachments may be included, (letters of commitment from the applicant institution and sub-award partners, CVs of key personnel, project experience, etc.) but should not be unreasonably lengthy; see NOFO for details on required attachments, if any;
9. If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a pdf file;
10. A PDF file copy of your organization's most recent financial audit;
11. Number all pages, including budget and addenda;

Applicants under consideration for an award will likely be subject to a pre-award survey to determine fiscal responsibility and ensure adequacy of financial controls. This survey contains a list of criteria for determining whether the applicant's accounting system meets the minimum standards to be eligible for USG funding. These standards include appropriate accounting software and written financial management policies and accounting procedures. The pre-award survey will involve assessing the extent to which these are in place within an organization and being actively implemented.

3. Unique Entity Identifier and SAMS

The System for Award Management is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at:

<http://statebuy.state.gov/fa/Pages/SAMInfo.aspx>. Foreign-based applicants are strongly encouraged to review these guides when creating an account with SAM.gov.

Each applicant is required to: (i) Be registered in SAM.gov before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The Department of State may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department of State is ready to make a Federal award, DOS may

determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant. Further, applicants must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, applicants must renew it at least once each year. If an organization's account expires, the organization cannot submit a grant application until it is renewed.

4. Submission Method and Dates

Completed applications should be submitted electronically through PASgrantsyaounde@state.gov . **Please follow all NOFO instructions carefully and start early to ensure you have time to collect all of the required information.** All applications must be submitted by September 1, 2016. Applications received after the deadline will not be considered, unless a late filing has been approved in advance by the Department of State.

5. Funding Restrictions: The following activities and costs are not covered under this announcement:

- Construction is not an allowable activity under this award.
- Activities that appear partisan or that support individual or party electoral campaigns;
- Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.
- Military assistance of any kind, including weapons buy back or rewards programs.
- Purchase of firearms, ammunition, or removal of unexploded ordnances.
- Para-police (i.e., militias, neighborhood watch, security guards) and prison-related projects. This restriction includes no funding of any secondary need in a law-enforcement organization.
- Payments for any partner government, military or civilian government employee salary or pension.
- Vehicle purchases to include motorcycles. (However, farm equipment, such as small tractors, and transportation costs will be considered.)
- Duplication of services immediately available through municipal, provincial, or national government.
- Funds for market research, advertising (unless public service related to grant program) or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

E. Application Review Information

1. Criteria

Proposal Narrative:

Budget:

i. Criteria Components

1. *Executive Summary:*
2. *Organizational Capacity and Past Performance:*
3. *Program Strategy:*
4. *Performance Monitoring and Evaluation:*
5. *Management Plan:*

ii. Budget Components

1. *Budget Appropriateness:*
2. *Cost-effectiveness:*

2. Review and Selection Process

Selection Criteria

Applications will be reviewed in two phases according to their administrative compliance and their quality assessment. Projects which fail to fulfill the administrative compliance requirements will be excluded from further consideration.

Administrative compliance

The application was submitted on the form posted on the embassy's website or collected from the Embassy and submitted within the announcement's deadline; form is complete, proposal meets program requirements and application includes all the supporting required documents.

Quality assessment (50 points)

Assessment will be conducted by an evaluation panel on a scale from 0 to 50 points and recommendation for an award will be based on highest scores and total program funding:

A. Project justification, goals and benefits (20 points)

The proposal addresses the Secretary’s Fund for Full Participation program goal of raising women’s voices in civic participation. It targets all existing 106 leading female Cameroonian leaders in office, including 21 Senators, 56 Deputies in the National Assembly, 29 Mayors, Ministers and Women’s Non-Profit civic organizations, and describes how it will benefit the target population.

B. Sustainability and community ownership (10 points)

Ideal projects will demonstrate a high degree of community involvement to develop, implement, and monitor the project to assure successful completion and sustainability. The project has a concrete and realistic strategy for maintenance and follow-up to assure sustainability beyond project completion.

C. Budget and budget justification (10 points)

The budget description should detail all funds requested, as well as all community matching funds and in-kind contributions. The estimated expenditures of the proposed activities are necessary, reasonable, and realistic for the implementation of the project. Budgets submitted should follow the budget format provided. Please also specify whether matching funds and other contributions are pending or secured.

D. Organizational capacity and experience (5 points)

Applicants must show capacity to implement the scope and scale of the proposed work and the ability to successfully complete the project within the proposed budget and timeline. Organizations that have previously carried out similar or other civic participation projects with a proven record of project completion may be ranked higher during the evaluation process.

E. Timeline (5 points)

Project timeline should be feasible, appropriate and connected to project goals and budget.

3. Designated Performance and Integrity System (currently FAPIIS)

The Department of State, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313).

The applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about

itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

The Department of State will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F: Federal Award Administration Information

1. Award Notices

The grant shall be written, signed, and awarded by the Grants Officer and administered by both the Grants Officer and the Grants Officer Representative. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document, and it will be provided to the Recipient through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

Issuance of this NOFO does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Furthermore, the Government reserves the right to reject any or all proposals received.

2. Administrative and National Policy

Prior to submitting an application, applicants should review all the terms and conditions and required certifications that will apply to this award to ensure they will be able to comply. The terms and conditions are available on the State Department's procurement website at: <http://fa.statebuy.state.gov/>

Applicants should also be familiar with the OMB circular that will apply to this cooperative agreement: OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200, et al.)

3. Reporting Requirements

The Recipient, at a minimum, shall provide financial, progress, and final reports. Please note that all substantiating documentation supporting reporting and data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Department of State upon request. All reports must be written in English.

i. Financial Reports

The Recipient is required to submit quarterly financial reports throughout the project period, using Form FFR SF-425, the Federal Financial Report form, as well as forms suggested by the Grants Officer Representative. Form FFR (SF-425) can be found on OMB's website here: http://www.whitehouse.gov/omb/grants_forms/. Financial reports are due 30 days after the end of each fiscal year quarter.

ii. Progress Reporting

While the grantee will be in frequent contact with the U.S. Embassy Public Affairs Section concerning the project details, the grantee is required to submit quarterly program progress reports using page 1 of Form SF-PPR Performance Progress Report, which can be found at OMB's website http://www.whitehouse.gov/omb/grants_forms as well as forms suggested by the Grants Officer Representative (GOR). Progress reports are due 30 days after the end of the quarterly reporting period.

iii. Final Report

The final report will be due no later than ninety days after completion or termination of all project activities. The Final Report shall include the following elements: executive summary, successes, outcomes, how the project has increased science capacity in the regions selected and addressed the other goals of the project, and a final financial report.

G: Agency Contact

Any prospective applicant who has questions concerning the contents of this NOFO should email them to PASgrantsyaounde@state.gov. Note that once the NOFO deadline has passed, Department of State staff in Washington, D.C. and overseas at U.S. Embassies/Missions, may not discuss this competition with applicants until the review process has been completed.